

# January 2010 Training Opportunities

Mon	Tues	Wed	Thurs	Fri
				1 
4  Onboarding	5	6	7  Performance Management Basics 1pm – 4pm	8
11  Onboarding	12  Performance Management Basics 9am – Noon	13  Professional Customer Service 9am – Noon	14  Teambuilding 9am – Noon	15
18  	19  Onboarding	20  Teambuilding 9am – Noon	21  Performance Management Basics 1pm – 4pm	22
25  Onboarding & American Sign Language Week 1 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	26	27  Professional Customer Service 9am – Noon	28	29

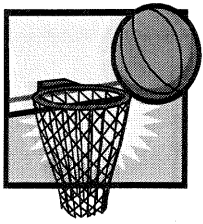
All courses are held in IGCS, Conference Center Room 16 with the exception of American Sign Language.



# February 2010 Training Opportunities

Mon	Tues	Wed	Thurs	Fri
1  Onboarding & American Sign Language Week 2 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	2	3	4  Performance Management Basics 1pm – 4pm	5
8  Onboarding & American Sign Language Week 3 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	9  Administrative Investigations 1pm – 4pm	10  Conflict Resolution 9am – Noon	11  Leading Teams 9am - Noon	12
15  Onboarding & American Sign Language Week 4 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	16  Performance Management Basics 1pm – 4pm	17  Leading Teams 9am - Noon	18  Project Management Part 1: Overview & Assessment 9am - Noon	19
22  Onboarding & American Sign Language Week 5 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	23  Personnel Rules 9am – Noon	24  Conflict Resolution 9am – Noon	25  Mentoring & Motivating 9am – Noon	26

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# March 2010 Training Opportunities

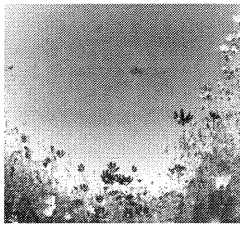
MON	TUES	WED	THURS	FRI
1 Onboarding & American Sign Language Week 6 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	2	3 Coaching Basics 9am - Noon	4 Succession Planning 1pm – 4pm	5
8 Onboarding & American Sign Language Week 7 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	9 Project Management Part 2: Design & Development 9am - Noon	10 Sexual Harassment 9am – 11am	11 Effective Communication 9am – Noon	12
15 Onboarding & American Sign Language Week 8 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	16 ADA: Americans with Disabilities Act 9am – Noon	17 Dealing with Change 9am - Noon	18 Succession Planning 9am - Noon	19
22 Onboarding	23 Project Management Part 3: Implementation & Evaluation 9am - Noon	24 Effective Communication 9am – Noon	25 Short & Long Term Disability and Workers' Compensation 9am – Noon	26
29 Onboarding	30 Coaching Basics 9am - Noon	31 Dealing with Change 9am - Noon		

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# April 2010 Training Opportunities

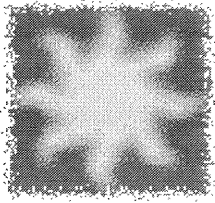
MON	TUES	WED	THURS	FRI
			1	2  Holiday
5 Onboarding	6 Information & Records Management 9am – Noon	7 Generations in the Workplace 9am – Noon	8 Time Management 9am – Noon	9
12 Onboarding	13 Leadership Basics 1pm – 4pm	14 Delegation 9am – Noon	15	16
19 Onboarding	20 Delegation 9am – Noon	21 Time Management 9am – Noon	22	23
26 Onboarding	27	28 Generations in the Workplace 9am – Noon	29 Leadership Basics 1pm – 4pm	30



# May 2010 Training Opportunities

MON	TUES	WED	THURS	FRI
3 Onboarding	4  Holiday	5	6	7
10 Onboarding	11 Selection & Interviewing 9am – 1pm	12 Leading Effective Meetings 9am – Noon	13	14
17 Onboarding	18 Creative Problem Solving: Processes & Tools 9am – Noon	19 Litigation Landmines 9am – Noon	20 Leading Effective Meetings 9am – Noon	21
24 Onboarding	25 Selection & Interviewing Webinar 9am – 1pm & Litigation Landmines 9am – Noon	26 Creative Problem Solving: Processes & Tools 9am – Noon	27	28
31  Holiday				

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# June 2010 Training Opportunities

MON	TUES	WED	THURS	FRI
	1  Onboarding	2	3  Sexual Harassment 1pm – 3pm	4
7  Onboarding	8 Personnel Rules 9am – Noon and Administrative Investigations 1pm – 4pm	9 7 Habits of Highly Effective People Day 1 9am – 4pm \$80 registration fee	10 7 Habits of Highly Effective People Day 2 9am – 4pm	11
14  Onboarding	15	16  Leading Organizational Change 9am – 1pm	17 Progressive Discipline 9am – Noon and Family Medical Leave 1pm – 4pm	18
21  Onboarding	22	23	24  Information & Records Management 9am – Noon	25
28  Onboarding	29	30		

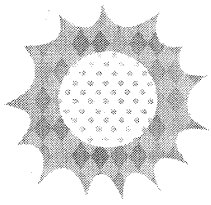
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# July 2010 Training Opportunities

MON	TUES	WED	THURS	FRI
			1  Teambuilding 1pm – 4pm	2
5   Holiday	6  Onboarding	7	8	9
12  Onboarding	13  Teambuilding 9am - Noon	14  Professional Customer Service 9am - Noon	15	16
19  Onboarding	20	21	22	23
26  Onboarding	27	28  Professional Customer Service 9am - Noon	29	30

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# August 2010 Training Opportunities

MON	TUES	WED	THURS	FRI
2 Onboarding	3	4 Conflict Resolution 9am - Noon	5	6
9 Onboarding	10	11 Mentoring & Motivating 9am - Noon	12 Leading Teams 9am - Noon	13
16 Onboarding	17 Project Management Part 1: Overview & Assessment 9am - Noon	18 Conflict Resolution 9am - Noon	19 Short & Long Term Disability and Workers' Compensation 9am - Noon	20
23 Onboarding	24 Information & Record Keeping 9am - Noon	25 Leading Teams 9am - Noon	26 Mentoring & Motivating 9am - Noon	27
30 Onboarding	31 Project Management Part 2: Design & Development 9am - Noon			

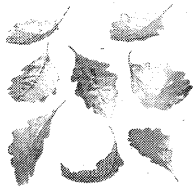




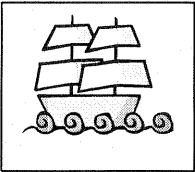
# September 2010 Training Opportunities

MON	TUES	WED	THURS	FRI
		1  Dealing with Change 9am – Noon	2  Effective Communication 1pm – 4pm	3
6  Holiday 	7  Onboarding	8  Succession Planning 9am – Noon	9  Sexual Harassment 9am – 11am	10
13  Onboarding & American Sign Language Week 1 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	14  Coaching Basics 9am – Noon	15	16  Succession Planning 9am – Noon	17
20  Onboarding & American Sign Language Week 2 of 8: Room 32 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	21  Project Management Part 3: Implementation & Evaluation 9am - Noon	22  Dealing with Change 9am - Noon	23  Coaching Basics 9am – Noon	24
27  Onboarding & American Sign Language Week 3 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	28	29  Effective Communication 9am – Noon	30  ADA: Americans with Disabilities Act 9am – Noon	

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# October 2010 Training Opportunities

MON	TUES	WED	THURS	FRI
				1
4 Onboarding & American Sign Language Week 4 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	5 Leadership Basics 9am – Noon	6 Generations in the Workplace 9am – Noon	7	8
11 Holiday 	12 Onboarding	13	14 Time Management 9am – Noon	15
18 Onboarding & American Sign Language Week 5 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	19 Delegation 9am – Noon	20 Generations in the Workplace 9am – Noon	21 Time Management 9am – Noon	22
25 Onboarding & American Sign Language Week 6 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	26 Leadership Basics 9am – Noon	27 Evaluating Performance 9am – Noon	28 Delegation 9am – Noon	29

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# November 2010 Training Opportunities

MON	TUES	WED	THURS	FRI
1  Onboarding & American Sign Language Week 7 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	2  Holiday 	3  Litigation Landmines 9am – Noon	4  Evaluating Performance 1pm – 4pm	5
8  Onboarding & American Sign Language Week 8 of 8: Room 17 Basic: 9am – 10:30am Intermediate: 10:30 - Noon	9  Information & Records Management 9am – Noon	10  Selection & Interviewing 9am – 1pm	11    Holiday	12
15  Onboarding	16  Litigation Landmines 9am – Noon	17  Leading Effective Meetings 9am – Noon	18  Evaluating Performance 9am – Noon	19
22  Onboarding	23	24	25    Holiday	26    Holiday
29  Onboarding	30  Evaluating Performance 9am – Noon			

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# December 2010 Training Opportunities

MON	TUES	WED	THURS	FRI
		1 Creative Problem Solving 9am – Noon	2	3
6 Onboarding	7	8 Leading Organizational Change 9am – 1pm	9 Evaluating Performance 9am – Noon	10
16 Onboarding	14 Evaluating Performance 9am – Noon	15 Sexual Harassment 9am – 11am	16 Progressive Discipline 9am – Noon and Family Medical Leave 1pm – 4pm	17
20 Onboarding	21	22	23  Holiday	24  Holiday
27 Onboarding	28	29	30	31

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